REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)

THIS RFQ [K] IS [ ] IS NOT A SMALL BUSINESS SET-ASIDE

PAGE	OF	PAGES

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
N00173-04-Q-0091	04 MAY 10	71-0039-04		S10

5a. ISSUED BY	6. DELIVER BY (Date)
Naval Research Laboratory, Washington DC	5/17/04

5b. FOR INFORMATION CALL (NO COLLECT CALLS)

7. DELIVERY
[K] FOB DESTINATION   [ ] OTHER (See Schedule)

NAME	TELEPHONE NUMBER	
K Hunter	AREA CODE 202	NUMBER 767-2820

9. DESTINATION

a. NAME OF CONSIGNEE
NAVAL RESEARCH LABORATORY

8. TO:

a. NAME	b. COMPANY
ALL BIDDERS	

b. STREET ADDRESS
4555 OVERLOOK AV SW

c. STREET ADDRESS		

c. CITY
WASHINGTON

d. CITY	e. STATE	f. ZIP CODE

d. STATE	e. ZIP CODE
DC	20375-5329

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)

5/14/04

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Secret CLEARANCE is required Senior Database Analyst to provide the services as listed in the attached SOW (Statement of Work) Services to be performed at Naval Research Laboratory, Washington DC (Using Oracle v.8-updating to v.9) Breakout the Labor Hour rate: _____/hour The SF-18 and Certs and Reps package must be completed and faxed to 202-767-2992, K Hunter by Close of Business 4PM 5/14/04	1	ea		

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations [ ] are [ ] are not attached.

13. NAME AND ADDRESS OF QUOTER	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER		
b. STREET ADDRESS	16. SIGNER	
	a. NAME (Type or print)	b. TELEPHONE
c. COUNTY		AREA CODE
d. CITY e. STATE f. ZIP CODE	c. TITLE (Type or print)	NUMBER

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STANDARD FORM 18 (REV. 6-95)
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)

STATEMENT OF WORK

INFORMATION SYSTEMS MAINTENANCE AND MANAGEMENT

For the period of 5/17/04 thru 9/30/04

1.0 BACKGROUND

The Naval Research Laboratory (NRL) has Management Information Systems (MIS) that provide division-level computer networking and information exchange capabilities to all system users. This requirement is for the maintenance and management of the division-level MIS systems in Code ꓘ 100.   These systems utilize a relational database management system (RDBMS) designed to enable and support functions such as: budgeting and job cost accounting, and tracking and management, of personnel, travel, procurements, miscellaneous expenses, and publications. These tasks require the support of Senior-level Systems Analysts skilled and experienced in: systems analysis and design, full lifecycle Oracle application development, Oracle database administration, and user first-tier user support.

2.0 TASKS

2.1 Application Development

This task covers maintenance and enhancement of the existing applications, reports, procedures, functions and routines that comprise the   division MIS systems. A Senior Systems Analyst is required to perform: systems analysis and design, application and report development and systems implementation.

> **2.1.1** The contractor shall perform analysis and design of all MIS components. The Oracle Designer tools will be used to design and prototype all system applications, reports, functions, procedures and database schemas.
>
> **2.1.2** The contractor shall perform the coding of all MIS software systems. The Oracle Developer tools will be used to code all screen and report applications, procedures, functions and associated scripts.
>
> **2.1.3** The contractor shall ensure implementation of all system requirements, coordinate user acceptance testing, implement change requests and manage overall application administration.

2.2 Database Administration

This task covers the functional and operational capabilities of the MIS database repository. The contractor will apply Oracle Database Administrator (DBA) skills as required to fulfill the requirements of this task.

> **2.2.1** The contractor shall perform all database administration duties, including but not limited to: software installation and upgrade, database backup and

recovery, performance tuning, schema and sub-schema design and implementation, user account management, database roles and security.

2.2.2 The contractor shall implement and maintain database security controls in compliance with the prevailing industry best practices and NRL lab-wide information security policies and procedures.

2.2.3 The contractor shall facilitate data sharing with other NRL and non-NRL business units in areas where manual and automated activities intersect with lab-wide, inter-division or inter-governmental information processing and management interests.

2.3 Systems Documentation and Training

2.3.1 The contractor shall develop and maintain user guides and technical reference guides to document all MIS applications, reports, functions, procedures and database schemas.

2.3.2 The contractor shall develop training plans and materials, and conduct user training as required for all MIS applications, reports, procedures and functions.

2.4 Task Management

2.4.1 The contractor shall participate in regular meetings with the division staff in Codes 6800, 7100 and 7200 to formulate project plans by which work assignments will be managed.

2.4.2 The contractor shall develop and maintain a Change Request System in order to document and monitor all requests for systems changes.

2.4.3 The contractor shall provide weekly status reports to the Division Administrative Officer.

2.4.4 The contractor shall facilitate a first-tier user support mechanism to support all division personnel on MIS system issues.

2.4.5 The contractor shall determine and manage the staffing level of all assigned tasks and work products.

3.0 CONTRACT DELIVERABLES

3.1 Monthly Progress Reports

The contractor shall provide a monthly progress report to the Administrative Officer in Code' 7100 This report shall include a summary of any problems or areas of concern for which government assistance or guidance is desired, as well as a statement of any anticipated deviation in the contractor-planned effort to achieve project objectives, including any proposed changes in key personnel.